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Approved For Release 2003/12/22 : CIA-RDP78B05703A000400030002-7

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*comment (if any)
& return to PNS*

31 July 1970

MEMORANDUM FOR: Deputy Director, NPIC

SUBJECT : DIA and CIA Administrative Practices

1. I have, at your request, arranged a meeting with [] to discuss the differences in administrative practices of the two organizations. These differences, and our recommendations concerning them, are summarized below.

2. The first difference is in the handling of promotions. Junior personnel in DIA are promoted two grades at a time; i.e. GS-07 to GS-09, and GS-09 to GS-11. Above GS-11 they are promoted one grade at a time. DIA employees must be in grade for one year before they are eligible for promotion, and the normal processing delay means that employees in those grades may normally expect to be promoted in 16 to 18 months. They thus get to GS-11 rather quickly, and if they stay in the Center about half of them can expect to get to GS-12. At that level they begin to compete for other positions which may be open in DIA, so they are not necessarily blocked at the GS-11/12 level. DIA has no ceiling on professional jobs at GS-11 and below, and promotions to that level can be almost automatic.

3. While CIA personnel are promoted only one grade at a time, we believe that other related factors tend to equalize the two systems. There is no time-in-grade requirement for CIA personnel, and they can be promoted more frequently than DIA personnel. Consequently, a competent CIA employee could be promoted from GS-07 to GS-12 in about the same length of time as a DIA employee, or even faster if he has extraordinary talent and the Director, NPIC decides he should be moved ahead of his contemporaries. For this reason we feel that the difference in promotion policies should not cause serious concern.

4. The second major difference is in the administration of overtime. DIA has a policy of paying overtime or authorizing compensatory time to anyone who earns it, regardless of grade. For CIA personnel in grades GS-11 and below, the same policy prevails. CIA personnel in grades GS-12 and above are also paid overtime or authorized comp time, but they must forfeit

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the first eight hours each week. CIA is about to publish a regulation which would prohibit the payment of overtime to GS-15's, and employees of both Agencies are subject to the statutory limitation which limits the total combination of comp time and pay to any individual in any one pay period to that which would be paid to a GS-15, step 10. At some time in the past, [] established a policy that no DIA officer occupying a position of Branch Chief or above would be directed to work overtime. Thus, for all practical purposes, DIA employees in grades GS-14 and above are in the same position as CIA employees in the same grade. (There are a few exceptions of senior DIA officers who do not occupy supervisory positions of Branch Chief or above.) The major difference is thus in the handling of employees GS-12 to 14, with DIA employees being paid for the first eight hours of overtime each week while CIA employees are not.

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5. Here again, we feel that the differences between the two systems are not sufficiently important to justify an effort to establish a common policy. We are reasonably certain that CIA management would not approve a policy exception which would authorize payment for the first 8 hours to GS-12's and above in NPIC while continuing to deny it to CIA employees assigned elsewhere. Further, the eight-hour policy has only recently been reaffirmed by the Executive Director/Comptroller after a study of several months. We would also be reluctant to recommend that, as a matter of policy, DIA employees assigned to NPIC be treated less favorably than DIA employees assigned to other posts. CIA has always been guided by the principle that detached employees should receive the entitlement of the parent service. We are not aware of any serious problems which have arisen in the Center as a result of the difference in procedures, and we would strongly urge that we continue to handle it as a management matter to be controlled at the Division and Group level.

6. The third difference which we discussed was in the authorization of per diem for students enrolled at the PI course at Offutt Air Base. DIA authorizes the maximum per diem of \$25 per day, while CIA authorizes only \$16. This is because NPIC has determined that, with the accommodations normally used at the base, \$16 per day is adequate. The Standardized Government Travel Regulations (which CIA must use for domestic travel) stipulate that it is the responsibility of the authorizing official to authorize less than maximum per diem when appropriate. [] stated that he has recommended that DIA follow the CIA practice and

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and authorize only \$16. One of his objectives is to reduce travel costs, so that DIA can send more students to the course. In any case, we feel that the matter is one which should be resolved in the DIA command channel. If they determine that \$25 per day will be paid, it would mean the continuation of a difference which is undesirable but not necessarily unique. We would not recommend increasing the per diem rate for CIA personnel, since that would give each student windfall of approximately \$1,000 while he is attending the course. If the cost of living in the Offutt area should increase we would, of course, consider raising the per diem to cover the actual cost.

7. Within the Center the supervisory personnel of both Agencies have done a great deal to provide equal treatment to all employees in those areas where we can exercise some control. Certain differences will always exist because the policies of the two organizations are based on different enabling legislation. Since these differences are relatively minor, and since any change in the policies of either Agency would require the approval of the Director of that Agency, we recommend that the Center continue to attempt to achieve the proper balance through good management on the part of the supervisors.



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Chief, Support Staff, NPIC

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